



**CITY OF TAUNTON**  
***Contributory Retirement System***  
Address: 104 Dean St., Suite 203  
Taunton, Massachusetts 02780  
Tel (508) 821-1052 Fax (508) 821-1063  
[www.tauntonretirement.com](http://www.tauntonretirement.com)

**BOARD OF  
RETIREMENT**

**Chairman:**

Dennis M. Smith

**Ex-officio member:** Ian D. Fortes

**Elected member:** Thomas A. Bernier

**Mayoral appointee:** Gill E. Enos

**Board appointee:** Barry J. Amaral

**STAFF**

**Executive**

**Director:**

Paul J. Slivinski

**Assistant**

**Director:**

Karen Medeiros

**RETIREMENT BOARD**  
**ADMINISTRATIVE ASSISTANT (non-union)**  
(35 hours per week)

**JOB DESCRIPTION:** Performs clerical & administrative duties as assigned by the Executive Director and Assistant Executive Director.

**GENERAL DUTIES:** Responsibilities include: answer telephone calls, handle mail, typing, filing, maintain spreadsheets, verify computations, copying, assist employees to complete various forms, data input, electronic content scanning/management, and general clerical duties.

To request a copy of the full job description, please email Paul J. Slivinski at [pslivinski@taunton-ma.gov](mailto:pslivinski@taunton-ma.gov)

**QUALIFICATIONS:**

- Minimum requirements include a high school diploma or equivalent with two (2) year's office experience
- Excellent communication and interpersonal skills
- Proficiency in typing
- Ability to use office equipment: Desktop Computer, Calculator, Mail machine, Copying machine, Telephone System
- Accounting knowledge a plus
- Ability to handle confidential matters is very important
- Proficiency in MS Word, MS Excel & PowerPoint and have ability to learn specialized retirement software
- Good organizational skills important
- Ability to perform with minimal supervision
- Experience with M.G.L. Chapter 32 Retirement law a plus

**A one-year probationary period applies to this position**

**Salary:** to be determined and commensurate with experience

Email a resume/letter of application **by no later than 12:00 noon EST on June 9, 2023** to: Paul J. Slivinski, Executive Director at [pslivinski@taunton-ma.gov](mailto:pslivinski@taunton-ma.gov) The Taunton Retirement Board is an equal opportunity employer.